

LANCASTER COUNTY  
RIGHT-OF-WAY MANAGER

NATURE OF WORK

This is administrative and technical office and field work supervising and coordinating all right-of-way acquisitions and surplus property activities for Lancaster County.

Work involves coordinating departmental requirements for right-of-way acquisition with design and construction engineers; confirming property ownership in relation to right-of-way acquisition; ensuring right-of-way guidelines are followed as required by Nebraska Law and the Federal Highway Administration. Work also involves direct negotiation with property owners; performing appraisal reviews and recommending plan changes which affect right-of-way requirements. Supervision is received from the County Engineer with work being reviewed in the form of reports, conferences and compliance with departmental goals and objectives. Supervision is exercised over support staff members engaged in right-of-way acquisition.

EXAMPLES OF WORK PERFORMED

Develop and/or recommend policies for the appraisal, acquisition, management and disposal of right-of-way property for county roads and construction projects.

Plan, coordinate and direct the activities of the right-of-way division; develop and administer work assignments to meet project schedules and needs; contract for professional services as needed.

Review title and ownership documents; review construction plans to insure adequate right-of-way is acquired; make necessary changes to minimize damages and facilitate project construction; submit executed contracts and agreements to County Engineer and County Board of Commissioners for final approval.

Upon neegotiation failure, recommend and prepare documents for eminent domain proceedings; forward necessary information to the County Attorney's office pertinent to eminent domain hearings; assist in preparations for hearings and act as expert witness when required.

Review project plans and appraisal contracts to ensure proper coordination, preparation, and familiarization.

Answer, or refer to appropriate individuals, inquiries concerning design changes, counter offers from property owners and other negotiating problems; direct and support subordinate staff in negotiating right-of-way contracts; provide right-of-way information to the public, other County agency personnel and agencies.

Meet with property owners or their representatives as necessary; transmit contracts and agreements to property owners; field inspect all subject and comparable properties, as needed.

Prepare and administer the fiscal operating budget for the Right-of-Way Division; establish budget estimates of right-of-way costs for each individual project; maintain payment records as required by the Internal Revenue Service.

Act as a real estate appraiser, consultant, and/or property manager for the County Board.

**KNOWLEDGES, ABILITIES, AND SKILLS**

Considerable knowledge of local, state and federal statutes regarding right-of-way acquisitions.

Considerable knowledge of the principles of Nebraska real estate law and laws governing eminent domain proceedings including the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

Considerable knowledge of legal and departmental policies and practices applied to the preparation of maps, surveys and similar documents involving right-of-way work.

Knowledge of the principles, practices, and legal instruments involved in real property appraisal and acquisition.

Ability to explain and discuss land acquisition problems with right-of-way staff, property owners, property owners' agents, attorneys, engineers and other interested parties, including the ability to advise them as to potential solutions to problems.

Ability to establish and maintain effective working relationships with property owners, property owners' agents, tenants, attorneys, other government agencies, lending institutions, realtors, and the general public.

Ability to plan, assign and supervise the work of subordinates.

Ability to maintain records of right-of-way transactions and prepare required reports.

Ability to operate standard office equipment including calculator, photocopier, typewriter and microcomputer.

**DESIRABLE TRAINING AND EXPERIENCE**

Graduation from an accredited four year college or university with major course work in business or public administration, real estate, engineering or related field and considerable experience in the sale and/or acquisition of real estate.

**MINIMUM QUALIFICATIONS**

Graduation from a senior high school supplemented by college level course work in real estate appraisal, real estate law, business or public administration, engineering or related field and experience in the sale and/or acquisition of real estate or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

**DESIRABLE SPECIAL REQUIREMENTS**

Possession of a valid Real Estate Salesperson or Broker License or a Nebraska Real Estate Appraiser License issued by the State of Nebraska.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid State of Nebraska driver's license when operating a vehicle is required in the performance of assigned duties.

Approved by: \_\_\_\_\_  
Department Head

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Personnel Director

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